

## Requirements Checklist Part 1

Reference to CONOPS	Feature	Scenarios	
10.1	General		
	paperless processing	E	All
	data validation and edits	E	All
	on-line query and reporting	E	3.12, 4.6, 5.9, 6.6, 6.18, 7.2, 7.6, 9.22, 11.7, 12.11, 13.3, 14.8, 16.11
10.2	Acquiring a new piece of property		
	receives data from a procurement system	E	1, 2, 3, 5, 6, 9, 10, 11, 14, 15, 16, 20, 21, 22
	receives data from an accounts payable system	E	1, 2, 3, 5, 9, 10, 11, 12, 14.6, 15, 16, 20, 21, 22
	allows manual data entry	E	4, 7, 12, 18
	captures needed data elements	E	All
10.2.1	Acquisition form		
10.2.1.1	on-line form which solicits information required to complete the property record	E	1, 2, 3, 5, 6, 9, 10, 11, 12, 14, 15, 16, 18, 21, 22
10.2.1.2	form includes information that is in the system to this point	E	1, 2, 3, 5, 6, 9, 10, 11, 12, 14, 15, 16, 18, 21, 22
10.2.1.3	property contact may modify incorrect information on the form	E	2.2
10.2.1.4	form which shows only one property item at a time	E	All
10.2.1.4	provision for duplicating information when entering multiple, similar items	E	5, 9, 11, 12

0 - Not Met  
1 - Partially Met  
2 - Fully Met

D - Discretionary  
E - Essential

Reference to CONOPS	Feature	Scenarios	
10.2.1.5	provision to electronically correspond with Property Custodian and/or contact about incorrect and/or missing information	D	14.6
10.2.3	All Obligations		
10.2.3.1	review obligations on-line to identify accountable property being purchased	E	1, 2, 3, 5, 6, 9, 10, 11, 14, 15, 16, 20, 21, 22
10.2.3.2	property controls movement of obligations into property system	E	1, 2, 3, 5, 6, 9, 10, 11, 14, 15, 16, 20, 21, 22
10.2.3.3	delete or remove from further consideration all obligations for non-property related items	E	1.1
10.2.3.4	add to and/or change data brought in from the obligation record without changing the obligation record itself	E	2.4
10.2.3.5	bring in data from vendor tables	E	1, 2, 3, 4, 5, 6, 8, 9, 10, 11, 12, 14, 15, 16, 18, 20, 21, 22
10.2.3.6	associate multiple acquisition ACCS codes to a single property item	E	12, 15
10.2.3.7	split, combine or delete pending property records	E	2, 3, 5, 6, 9, 11, 12, 15, 21
10.2.3.8	capable of matching a personal property item to several or only a portion of individual line items on one or more procurement documents.	E	2, 6, 9, 15,
10.2.3.9	capable of tracking components of systems with both components and the system receiving PINs. a) Total value of system equals sum of parts b) Total value of system captured in one unit, value of components not included	E	2, 15 6,
10.2.3.10	update Property Custodian table while reviewing obligations	D	5
10.2.3.11	automatic reminder when property record not completely timely	D	12

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Reference to CONOPS	Feature	Scenarios	
10.2.5	Purchase cards		
	property record created upon receipt of property allowing payment information to be added later	E	14
10.2.9	Transfers from other federal agencies		
	capability to properly record items acquired from sources where initial data entry takes place in the PPS rather than the procurement or accounts payable modules.	E	17
	capability to record property acquired by transfer at the actual cost to NOAA or at the value on the previous owner s books	E	17
	capability of determining net book value from original acquisition cost, salvage value, original acceptance date, and remaining useful life	D	17
10.2.10	Leases		
10.2.10.1	leases-to-own shall be recorded as an acquisition	E	16
10.2.10.1	monthly payments do not affect value of property in the PPS	E	16
10.2.10.4	computes lease liability, imputed interest and depreciation on leases	E	16
10.2.10.5	operating lease records include amount of periodic payments, start date, and end date	E	16
10.2.11	Bulk Purchases		
	capability of controlling each item with separate PINs and recording depreciation on each item separately, but reporting depreciation as a single summary amount	E	11

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Reference to CONOPS	Feature	Scenarios	
10.2.12	Constructed Property		
	captures all costs associated with the constructed property	E	6
10.2.13	Property acquired for the Government by a Contractor or Grantee		
	capture property information even though not acquired by the Government nor in the possession of the Government	E	19
10.2.14	Donations		
	captures placed-in-service date, fair market value, and cost to place in service	E	4
10.2.15	Loaned to NOAA		
	captures placed-in-service date, fair market value, and cost to place in service	E	18
10.2.16	Found property		
	captures placed-in-service date, fair market value, and cost to place in service	E	8
10.2.17	Receipt and acceptance		
	receipt and acceptance either imported from Accounts Payable or entered manually in the PPS	E	1, 2, 3, 4, 5, 6, 9, 10, 11, 12, 14, 15, 16, 21, 22
10.2.18	Tracking and followup		
	identify incomplete records and provide mechanism for followup	D	12
11	Payment / Cost		
11.1	records acquisition cost and all related adjustments	E	All
11.2	records acquisition cost net of purchase discounts	E	2, 5

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Reference to CONOPS	Feature	Scenarios	
11.3	records acquisition cost when trade-in involved at liability plus net book value of item traded-in	E	10
11.4	provides ability to distribute residual costs	D	11.4
11.5	information on capitalized property acquisitions passed to CAMS GL	E	1, 2, 3, 4, 5, 6, 9, 10, 11, 15, 16, 17, 21, 22
11.6	costs of upgrades that extend an item s useful life or capacity are capitalized. Costs of assets removed in the process are expensed	E	20
11.7	generate the appropriate general ledger entries	E	1, 2, 3, 4, 5, 6, 8, 9, 10, 11, 15, 16, 17, 21, 22
11.8	provide an audit trail of all cost adjustments	E	2, 5, 9, 11, 22
11.9	properly apply credits	E	11
12	Depreciation		
12.1	calculates depreciation on all capitalized property. Generates appropriate GL entries.	E	1, 2, 3, 4, 5, 6, 9, 10, 11, 15, 16, 17, 21, 22
12.2	identifies and recognizes capitalized property	E	All
12.3	capability to specify depreciation method	D	21
12.4	allows multiple depreciation ACCS on one item	E	15
12.5-12.6	capability to assess catch-up depreciation	E	4, 5, 8, 17, 19
12.7	calculates depreciation on capitalized leases	E	16
12.9	capability to specify salvage value	E	21
12.10	capability to specify useful life	E	21
12.11	depreciation stops when item taken out of service	E	1, 3, 4, 5, 10, 11, 22
12.12	Modifications Requiring Changes to Depreciation Calculations		
12.12.1	properly handles depreciation adjustment	E	5

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Reference to CONOPS	Feature	Scenarios	
12.12.2	properly handles change of depreciation ACCS	E	3, 13
12.12.3	properly handles change of useful life or salvage value	E	15
<b>13 Conducting Physical Inventories</b>			
13.1	provide a means for conducting a physical inventory and comparing results with active records	E	8, 15
13.2	allow use of barcode scanners	D	8
13.3	conduct inventory by location or by organization	D	8
13.4	review results of inventory before posting to the main database	E	8
13.5	batch transmission of inventory results subject to same edits as on-line transactions	E	8
13.6	confirmation on batch transmissions	E	8
13.7	reports of deltas between inventory and main database	E	8
13.8-13.9	update inventory date field, location, and contact	E	8
13.10	flag items not found	E	8
<b>14 Mass Changes</b>			
14.1	perform mass transfer of assignment of property	E	13
14.2	perform mass transfer of organization, location, and depreciation ACCS	E	13
14.3	perform mass transfer when no one-to-one correlation	D	Not tested
14.4	perform mass change to other fields	E	15

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Reference to CONOPS	Feature	Scenarios	
15	Excess / Disposal		
15.1	Excessing Personal Property		
15.1.1	process property reported as excess whether it is accountable or not	E	1, 2, 7
15.1.2	identify and track status of environmental assessment and remediation requirements	E	2
15.1.3	allow screening for use elsewhere	E	1, 2, 7
15.1.4	interfaces to the GSA for processing and reporting excess property	D	2, 7
15.1.5	permits assignment of excess voucher and report numbers	E	1, 2, 7
15.1.6	gather information from the user electronically, manually complete the data and generate the GSA form	E	2, 7
15.2	Disposing of Personal Property		
15.2.1	tracks property through the disposal process	E	1, 2, 7
15.2.2	assigns disposal code as required by GSA reporting requirements	E	1, 2, 5, 7
15.2.3	properly credits proceeds from sales	E	2
15.2.4	generate appropriate GL entries and recognize gain or loss	E	2
15.2.5	summary report of disposal actions (SF-121)	E	7
15.2.6	summary report of exchange/sale transactions	E	2, 7
15.2.7	report of property donated to non-federal recipients	E	5, 7
15.2.8	documentation of abandonment or destruction	E	14

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Reference to CONOPS	Feature	Scenarios	
16	Lost, Stolen, Damaged Equipment		
	on-line processing of Report of Property for Survey	D	3
17	History		
17.1	complete history provided, documenting every transaction affecting both the property information and the financial information	E	1, 3, 4, 5, 6, 7, 8, 9, 11, 13
17.2	provision for notations regarding transactions	E	All
17.3	automatic record of time, date, person and type of transaction	E	All
17.4	history record of both batch and on-line transactions	E	8
17.5	stores snapshots of state of database at any time	E	23
18	Maintenance		
18.1	record of condition of property	E	1, 2, 7, 14
18.2	record of warranties and guarantees	D	Not tested
18.3	record results of Condition Assessment Surveys	E	8
18.4	capture changes to useful life and reflect in depreciation calculations	E	15
18.5	record of environmental or hazardous substance associated with property	E	2
18.6	report damage, deterioration, or obsolescence	E	8
18.7	supports maintenance, upgrade, and overhaul schedules	D	8
18.8	track scheduled and deferred maintenance	E	8
18.9	maintains calibration records	D	Not tested

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Reference to CONOPS	Feature	Scenarios	
19	Heritage assets		
19.1	identifies reason classified as heritage	E	25
19.2	identifies type of property	E	25
19.3	identifies no. of items in a collection	E	25
19.4	tracks loans of heritage assets	E	25
19.5	identifies condition of property	E	25
19.6	able to provide complete description	E	25
19.7	identifies how the item was acquired	E	25
19.8	identifies date of accession	E	25
19.9	identifies person or organization currently responsible for the item	E	25
19.10	able to conduct inventories of assets even though loaned out	E	25
19.11	capable of storing and displaying an image of the asset	D	25
19.12	reports whether an item is an original or a reproduction	E	25
19.13	capable of recording expenses for maintenance, care and upkeep of asset	E	25
20	Reporting		
20.1	General Requirements		
20.1.1	on-line querying of property and associated accounting data through Internet interface	E	All
20.1.2	output to user-specified devices	E	All
20.1.3	capable of forwarding reports electronically to designated recipients	D	All

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Reference to CONOPS	Feature	Scenarios	
20.2	Pre-defined Reporting		
20.2.1	select pre-defined reports from menu	E	23
20.2.2	able to add additional pre-defined reports to menu	E	Reports
20.2.3	easily modify pre-defined reports without intervention of programmer	E	Reports
20.2.4	report current year and cumulative data on capital assets	E	Reports
20.2.5	allow multiple sorts within one query	E	Reports
20.3	Scheduled Reports		
20.3.1	able to define and modify the schedule for automatically producing pre-defined reports	E	23
20.3.2	reports automatically sent to designated recipient electronically	D	Reports
20.3.3	can produce hard copies of scheduled pre-defined reports	E	23
20.3.4	automatically produce reports for external use after internal validation	D	7
20.4	Ad Hoc Reporting		
20.4.1	provide ad hoc reporting capability for both current and historical data without intervention of programmer	E	Reports
20.4.2	provide a snap-shot of the data base as of a specified <u>prior</u> date	E	23
20.4.3	provide summarization data sorted in hierarchical levels up to the Bureau level	E	Reports
20.4.4	provide query capabilities with minimal user input	E	Reports
20.4.5	supports query by example or query by form	E	Reports

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Reference to CONOPS		Feature	Scenarios	
20.5		Financial Reporting		
20.5.1	end-of-year reporting (capitalized property)		E	23
20.5.2	miscellaneous reports (capitalized property)		E	23

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